

**NEFAP Executive Committee
Meeting Summary
January 6, 2011**

1. Roll call and approval of minutes:

Chair Marlene Moore called the NEFAP Executive Committee meeting to order on January 6, 2011 at 2:03pm EST. Attendance is included in Attachment A. There were 12 committee members present on the call.

The minutes from 12/1/1010 meeting were reviewed. A motion was made by Keith to accept the minutes. The motion was seconded by Scott and unanimously approved. The minutes will be posted to the TNI website.

2. Checklists

Kim finished the AB checklist. She had a question on the FSMO checklist. Marlene will review the e-mail from Kim and make sure the appropriate change is made. Jan and Dane will also take a look at this to make sure the changes made are correct. Kim, Jan and Dane will set-up a time to talk.

3. Standards Interpretation Requests #2 and #3

Discussion on #2:

Keith commented that the language in the last paragraph confused the response. After discussion, the committee decided to recommend that the last sentence of the second paragraph and the final paragraph be removed from the response. They are not needed.

SIR #2:

Volume	Volume 2: Accreditation Bodies
Section	7.11.3 Note
Describe the Problem:	Is there a requirement for an accreditation body to establish a 2 year cycle to re-accredit the FSMO. Are the options in ISO/IEC 17011 7.11.3 b) available for the accreditation body?
Response:	Volume 2 Section 7.11.3 does establish a requirement for a two year cycle for <i>re-qualification</i> if the accreditation is based on reassessments alone. The word “typically”, in the note section of 7.11.3

	<p>in Volume 2, is used instead of “shall” or “must” and is thus not considered a requirement. Volume 2 and the ISO/IEC 17011 standards allow for two options:</p> <p>The first states that the reassessments must be performed within <i>no more than 2 years</i> if the accreditation is based on the reassessments alone and the second option (7.11.3(b)) allows a combination of a reassessment and surveillance to be performed, but they must both be done at least every 5 years.</p>
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A motion was made by Scott to vote on the response to SIR #2 (as shown above) at the next NEFAP Executive Committee meeting. The motion was seconded by Kim and unanimously approved.

Iona will send the stricken language to FAC to see if they are OK with the change.

Discussion on SIR #3:

Keith was concerned that the response was not consistent with what he thought the standard language stated. Committee members committed that the response was meant to clarify misunderstandings. The entire accreditation process does not need to be complete in 9 months.

SIR #3:

Volume	Volume 2: Accreditation Bodies
Section	6.1.1.1
Describe the Problem:	<p>In regards to the 8/10 meeting minutes the requirement reads that the application must be completed within 9 months. This is in direct violation of ISO/IEC 17011. An application for accreditation is completed when accreditation is granted and it take at times 12 months to get accredited even without undue delays caused by the AB and/or the CAB (FSMO). An AB is required to have a policy in place to handle delays with assessments and make a judgment based upon action and/or non-action of the CAB. I do not read the requirement any other way. Section 6.1.1.1 states “... [an AB must] complete action on an application within nine (9) months from the time a completed application is first received from the FSMO. This time period shall not apply if delays are caused by the FSMO responses to the accreditation process, on-site assessment or proficiency testing requirements beyond the required time limits set forth in this standard.”</p>

	The second sentence which ties back to the first sentence talks about the entire accreditation process therefore this requirement means that from the time the application is received the FSMO must be accredited within 9 months unless delays are caused by the FSMO. As I already mentioned, it can take up to 12 months if not longer especially if follow-up visits are necessary to accredit a CAB and neither the AB or the CAB is causing any delays.
Response:	Section 6.1.1.1 and the reference to 9 months are additions to ISO/IEC 17011 language and provide a timeline for the completed process of the <u>application</u> and not accreditation. This is not in violation of ISO/IEC 17011 which identifies having <i>sufficient competent</i> personnel available. These are two different issues (completing action on an application versus completing accreditation). Accreditation may take longer.

A motion was made by Jan to vote on the response to SIR #3 (as shown above) at the next NEFAP Executive Committee meeting. The motion was seconded by John Moorman and unanimously approved.

4. Evaluations

Technical evaluators are still needed. Leads will soon be selected to get the process moving. Keith is preparing a flowchart for the process. This will be reviewed at the next meeting.

The completeness checklists will be reviewed by the Coordinator and Lead Assessor.

Marlene is planning AB Evaluator training for February. There will be a quiz at the end of the course. Marlene is looking at March for assessor training. Outlines are in progress.

5. Savannah Agenda

Monday January 31, 2011

Presentation Monday AM at the opening session on the status of NEFAP.

(Marlene will not repeat this presentation during the Wednesday session. It will be used as a lead in to get folks to come to the Wed session.)

- FAC activities - revised standard posted, Standards revision to be developed
- NEFAP - # applications received to date, schedule of evaluator training, FSMOs apply to ABs March 2011

Wednesday – February 2, 2011

8:30 to 10 AM NEFAP Executive Committee

- Business Meeting agenda – to be developed after 1/6/11 meeting
- Charter
- SIR #2 and 3 Vote or discussion
- Voting procedure change
- Document changes – status – checklist, etc.
- Report on PTs and Lead Program
- Process chart review
- SIR SOP
- Charter
- Voting SOP
- 15-30 minutes for comments and questions from the attendees

10:30 to noon Field Activities Committee

- Charter Vote
- Table of standard changes to be considered
- Timeline for process comments and edits (working draft standards, vote, final standards)
- SIR SOP
- Charter
- 15-30 minutes for comments and questions from the attendees

1:30 to 3:00 PM

THEME:

- What does it take to become accredited?
- What does accreditation mean to the community?
 - Why is accreditation needed, (DoD movie - partial), Will this voluntary program be required? (contractual arrangements no regulatory) M Moore 10 minute video, 15 minute presentation
 - Top ten List – Personnel Certification versus Accreditation (Bob Dirienzo 10 minutes)
 - Preparing your FSMO application Or Why the TNI standard and not other ISO standards (17020, 9000, 14000, etc.) (AB presentation 20 minutes)
 - Preparing for an FSMO assessment OR Why does accreditation help FSMO and improving the uncertainty of lab data (Justin and Bob 30 minutes)

Ilona will check on the availability of a conference line for the morning session.

John will let Marlene know if he can attend the conference to help with the presentations.

6. Presentations

Calista may be able to help with the New Orleans presentation – Batelle.

7. Action Items

- Work on the voting SOP has been delayed. The committee would like to see the new version of the NELAP AC Voting SOP. This will be worked on for possible discussion in Savannah or at the following teleconference.
- Keith will have a DRAFT version of the flow chart by Savannah.
- Updates made in Attachment B.

8. New Business

- Marlene sent out a DRAFT copy of the FAC and NEFAP charter. Committee members should provide comment by e-mail. We need to add the review of the Charter as a standing item in October of every year.
- Ilona distributed a DRAFT copy of the NEFAP SIR SOP for review and comment at the next meeting.

9. Next Meeting

The next meeting of the NEFAP Executive Committee will be Wednesday, February 2nd in Savannah, GA.

Action Items are included in Attachment B and Attachment C includes a listing of reminders.

The meeting was adjourned at 3:33 pm EST. (Motion: Dane Second: Jan Unanimously approved.)

Attachment A
Participants
TNI NEFAP Board

Members	Affiliation	Balance	Contact Information	
Marlene Moore (Chair) Present	Advanced Systems, Inc	Other	(302)368-1211	mmoore@advancedsys.com
Keith Greenaway (Vice-Chair) Present	ACLASS	AB	(703)836-0025	keith.greenaway@aclasscorp.com
Dane Wren Present	Wren Engineering, P.A.	FSMO	(407)833-0061	dwren47@aol.com
Calista Daigle Present	Shaw Environmental & Infrastructure Group	FSMO	(225)987-7291 Cell: (225)485- 2007	calista.daigle@shawgrp.com
Scott Evans Present	Clean Air Engineering	AB	847-654-4569	sevans@cleanair.com
John Moorman Present	Water Quality Monitoring Division, South Florida Water Mang District	FSMO	(561)753-2400 x4654	jmoorma@sfwmd.gov
Cheryl Morton Present	AIHA	AB	703-846-0789	cmorton@aiha.org
Jan Wilson Present	CAMMIA Environmental	Other	(360)904-8416	WQL@aol.com
Doug Berg Tracy Present	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	dberg@pilabs.com douglasberg@gmail.com
Kim Watson Present	Stone Environmental Inc	FSMO	(802)229-4541	kwatson@stone-env.com
Michael Miller Absent	Consultant	Other	(908)233-9624	mwmillerenviron@yahoo.com
Brian Conner Randy Present	A2LA	AB	(301)644 3216	bconner@a2la.org
Michelle Henderson Absent	USEPA	Other	(513)569-7353	Henderson.Michelle@epamail.epa.gov
Justin B. Brown Present	EMT	FSMO	(847)324 3350	jbrown@emt.com
Ilona Taunton (Program Administrator) Present	The NELAC Institute		(828)712-9242	tauntoni@msn.com

Attachment B

Action Items – NEFAP Executive Committee

	Action Item	Who	Expected Completion	Actual Completion
27	Forward FSMO names to Ilona.	Justin	5/3/10	Still need this information.
39	Give Alternate name to Ilona.	All	9/30/10	Ongoing
44	Start FAQs for Application.	Marlene	10/4/10	
45	Send out Voting SOP for review and comment for a possible update.	Ilona	When NELAP update is complete.	
46	Compile questions captured in original DRAFT version of AB evaluation checklist. Marlene forwarded.	Kim Mike	11/15/10	
49	Update FSMO checklist based on Jan's changes.	Kim	Savannah	
50	Update AB Evaluation Checklist based on Jan's changes. Mike will review the changes.	Calista	12/3/10	Complete
51	Prepare first DRAFT of SIR SOP.	Ilona	1/6/11	Complete
52	Prepare an AB Evaluation Flowchart.	Keith	Savannah	
53	Add note to the website to encourage people to send in comments on the standard as they implement it. Post with the updated standard.	Ilona	TBD	
54	Mike finish review of AB Checklist sent by Calista – forward to Committee members when done.	Mike	12/31/10	Complete
55	Prepare an outline for the meeting in Savannah and put together more details for the training portion.	Marlene	1/6/11	Complete
56	Send information about the meeting in Savannah to other organizations that may have membership that would be	Justin JoAnn	1/6/11	

	Action Item	Who	Expected Completion	Actual Completion
	interested.			
57	Resolve question on FSMO checklist.	Dane, Jan, Kim	Savannah	
58	Check with FAC on stricken language in SIR #2.	Ilona	Savannah	
59	Check on possibility of conference line at Savannah.	Ilona	1/15/11	
60	Review DRAFT NEFAP SIR SOP	All	Savannah	

Attachment C

Backburner / Reminders – NEFAP Executive Committee

	Item	Meeting Reference	Comments
1	Establish Stack Testers Subcommittee	2-18-10	
2	Develop procedure for electronic voting for new NEFAP Executive Committee members.	3-18-10	
3	Does something need to be dictated as to how the AB's prepare the scopes for the FSMOs?	5-24-10	
4	Review Charter.	October 2011	